

**Maine EMS  
Functional Position Description  
For EMS Provider  
Adopted September 6, 1994  
Revised March 6, 2002**

**Introduction**

The following is a functional position description for a Maine EMS provider. This information may also be used to give advice to anyone who is interested in understanding what qualifications, competencies, and tasks are expected of EMS personnel.

**Qualifications**

1. Apply and successfully complete an approved Maine EMS program leading to licensure as defined within the Maine EMS rules.
2. Successfully complete the Maine EMS licensing exam, both written and practical for the specific licensure level.
3. Must be 18 years of age for licensure at the First Responder or EMT-Basic level or provide proof of parental consent if applicant is under 18 years of age but is 16 years of age or older. No one under the age of 16 may be licensed nor may be routinely utilized on unscheduled calls by licensed services. Generally, the knowledge and skills required of EMS providers show the need for a high school education or equivalent.
4. Must be 18 years of age for licensure at any level above the EMT-Basic level.
5. Must have the ability to communicate verbally with other personnel, via radio and telephone equipment.
6. Must have the ability to lift, carry, and balance up to 125 pounds or 250 pounds with assistance.
7. Must have the ability to interpret written, oral, and diagnostic form instructions.
8. Must have the ability to use good judgment and remain calm in high-stress situations; ability to be unaffected by loud noises and flashing lights; ability to function efficiently throughout an entire work shift without interruption;
9. Must have the ability to read English language manuals, road maps, accurately discern street signs and address numbers, ability to calculate weight and volume ratios.
10. Must have the ability to interview patient, family members and bystanders.

11. Must have the ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.
12. Must have the ability to converse in English with co-workers and hospital staff as to status of patient.
13. Must possess good manual dexterity, with ability to perform all tasks related to the highest quality patient care; ability to bend, stoop and crawl on uneven terrain; ability to withstand varied environmental conditions such as extreme heat, cold and moisture; ability to work in confined spaces.
14. Must not suffer from habitual intemperance in the use of narcotic, hypnotic, alcohol, or other substances, the use of which may result in the EMS provider performing his/her duties in a manner that endangers the health or safety of their patients.

### **Competency Areas**

**First Responder through EMT-Basic** – Must demonstrate competency in assessing a patient, handling emergencies utilizing Basic Life Support equipment and procedures within their specific licensure level; have the ability to perform CPR, control hemorrhage, provide non-invasive shock treatment, fracture and spinal stabilization, manage environmental emergencies, emergency childbirth, and use of semi-automatic defibrillator (SAED).

**EMT-Intermediate (EMT-I)** – Must be capable of performing all of the above EMT-Basic skills and utilization of equipment. Must be capable of performing advanced life support airway (endotracheal intubation, and any other techniques approved by the Maine EMS Board); IV/IO therapy (non-medicated fluids); blood sampling; cardiac monitoring/defibrillation (SAED or manual); use of Magill forceps for Foreign Body Airway Obstruction (FBAO); administration of medications in accordance with the Maine EMS Prehospital Treatment Protocols; and any other practices approved by the Maine EMS Board.

**EMT-Critical Care (EMT-CC)** – Must be capable of performing all of the above EMT-Basic and EMT-Intermediate skills and equipment utilization. Must be capable of performing Advanced Cardiac Life Support (ACLS) procedures and standards, naso-gastric tube placement, and any other practices approved by the Maine EMS Board.

**EMT-Paramedic (EMT-P)** – Must be capable of performing all of the above EMT-Basic through EMT- Critical Care skills and equipment utilization. Must be capable of performing chest decompression, transtracheal jet insufflation, surgical cricothyrotomy, and any other practices approved by the Maine EMS Board. The EMT-Paramedic is the highest level of pre-hospital licensure.

## **Description of Tasks**

This is a generalized summary of tasks an EMS provider may perform.

Receives call from a dispatcher, responds verbally to emergency calls, reads maps, may be either driver or attendant of the ambulance while responding to the scene, uses most expeditious route and observes traffic ordinances and regulations relative to emergency vehicle operations.

Determines nature and extent of illness or injury, takes pulse, blood pressure, assesses respiratory status, visually observes changes in skin color, determines patient status, establishes priority for emergency care, renders appropriate emergency care (based upon competency level); may administer medications or fluid replacement as established through written protocol or on-line medical control. May use equipment (based upon competency level) such as, but not limited to, ECG monitor, defibrillation, endotracheal intubation, and use of pneumatic anti-shock garment (PASG).

Assists in lifting, carrying, and transporting patients to the ambulance and ultimately to a medical facility. Reassures patient, family members, and bystanders. Avoids mishandling patient. Searches for medical alert identification. Extricates patient from an entrapment, assesses extent of injury. Uses established and accepted emergency medical techniques, procedures, and devices.

Reports nature and extent of illness or injury to receiving facility via radio. Establishes on-line medical control as needed. Continually reassesses patient while en route to medical facility, providing care as needed.

Assists in the removal of the patient from the ambulance at the receiving facility and moves the patient to the emergency department or other assigned area within the facility. Facilitates the transfer of patient care by reporting both, verbally and in writing to the person responsible for patient care at the receiving facility.

Replaces used supplies and cleans equipment as appropriate. Checks all equipment for future readiness and maintains ambulance in an operable condition.

**Maine EMS**  
**Exam Considerations for Accommodation**  
**(Based Upon the Maine EMS Exam Accommodation Policy dated 9/21/94)**  
**revised 3/6/02**

Maine EMS will offer reasonable and appropriate accommodations for the written component of the state licensing exam for those persons with documented disabilities. The following information addresses prospective student information, requesting an accommodation, establishing eligibility for an accommodation, the EMS law and record keeping.

**Candidate Information**

Students who have received an accommodation during the course need to fully understand there is a separate process for requesting an accommodation as a candidate for the state written licensing exam.

Maine EMS will establish eligibility for an accommodation on a case-by-case basis. This is to mean if an accommodation was allowed during a course it does not guarantee an accommodation for the state written exam. Documentation confirming and describing the disability must be submitted for consideration according to policy.

**Requesting an Accommodation**

Request for accommodation forms are available from each regional office and Maine EMS. Forms may be requested by an instructor/coordinator or by the candidate. The candidate who is requesting an accommodation must complete the request form. In addition, a statement on letterhead stationery from a professional (professional could be a physician, psychologist, rehabilitation counselor, or disability service provider from the educational entity if there was an accommodation in that most recent academic setting) must be attached. This statement must confirm and describe the disability for which the accommodation is required.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for applications and submission of documentation established for pre-registration of non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory time lines for application on the individual with a disability.

**Establishing Eligibility for an Accommodation**

Maine EMS will offer reasonable accommodations for the state written licensing exam for those persons with documented disabilities.

Based upon an analysis of the functional job description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding or reading comprehension may be eligible for special test accommodation. An accommodation which may be allowed on the written examination due to documented learning

disabilities related to reading decoding, or reading comprehension, is extended time for completing the written examination given in the standard format. The standard extension, which may be allowed, is time and a half.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a completed "Request for Disability Accommodation" form with signature of the individual and the professional familiar with the disability; and a statement on letterhead stationery from the professional who is familiar with the individual's disability. This statement must confirm and describe the disability for which the accommodation is being requested.

The professional could be a physician, psychologist, rehabilitation counselor, or disability service provider from the educational entity if there was an accommodation in that most recent academic setting.

Requests for accommodations on the written examination will be reviewed on a case by case basis. If the appropriateness of the requested accommodation is in doubt, Maine EMS will discuss options with the candidate and will consult with professional knowledgeable about disability and functions of the EMS profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

### **Maine EMS Act of 1982, Title 32, Chapter 2-B & Maine EMS Rules**

The Maine EMS Act of 1982, Title 32, Chapter 2-B establishes, through law, Maine EMS's responsibility to coordinate and integrate all of the state activities concerning emergency medical services and the overall planning, evaluation, coordination, facilitation, and regulation of the EMS system. The law is also intended to promote the public health, safety, and welfare by providing for the creation of a statewide medical services system with standards for all providers of emergency medical services.

Maine EMS Rules establish the procedure for obtaining and maintaining a new or renewed license. Provisions within the Maine EMS Rules require a candidate to successfully complete the state licensing exam, both written and practical. Wording within the Maine EMS Rules specifically outlines the need for a candidate to be able to read, write, and understand the English language and is evidenced by successful completion of the state written examination.

The written portion of the state licensing exam is designed, in part, to measure an examinee's ability to read and understand English. Being able to read is a skill that is justified as integral to job performance in the EMS profession.

### **Recording Keeping**

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation files will be maintained separately from the application and test results file.

**Maine EMS  
Request for Disability Accommodation Form**

If you have a disability requiring appropriate accommodations in taking the state licensing examination, be sure to complete and submit this form along with the exam application. In addition, please ATTACH a statement from a professional who is familiar with your disability on letterhead stationery. This statement must confirm and describe the disability for which you require the accommodation. This information will NOT be filed with your application or test results and will be kept confidential.

1. Do you have any disability-related needs that we should be made aware of in order to provide reasonable accommodations for the examination? If yes, please specify:

Disability

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2. Have you had testing accommodations in your recent academic setting? If yes, please specify type of accommodation. Have a professional familiar with your disability complete this information, if needed.

Disability

Type of Test Accommodation

Please sign and date the bottom of this form. Make sure the professional who helps you complete the form and attaches the statement, also signs and dates this form.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Daytime telephone #

\_\_\_\_\_  
Signature of Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name and Title of Professional